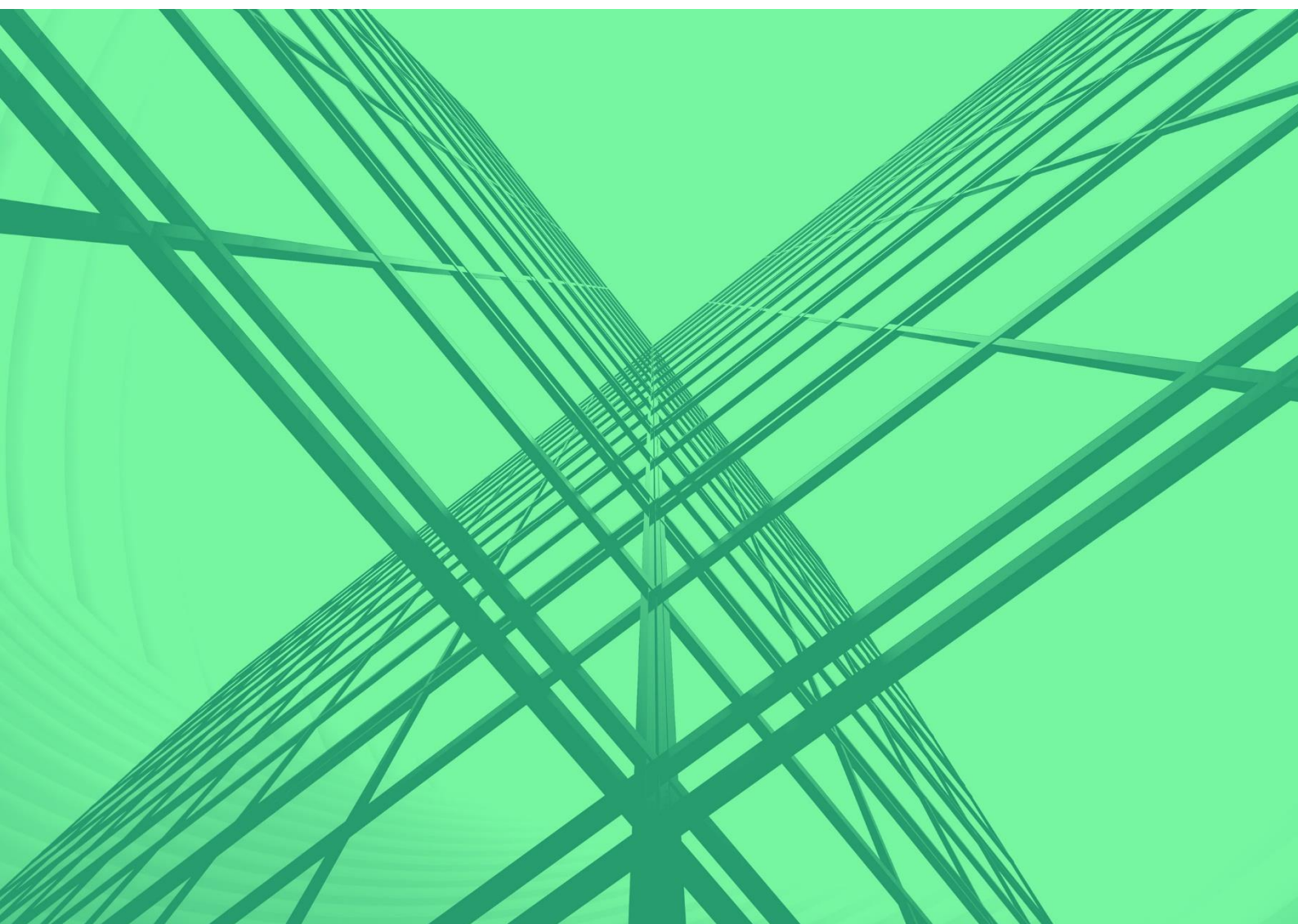


Education Executive

CANDIDATE PACK

Full time

35 hours per week

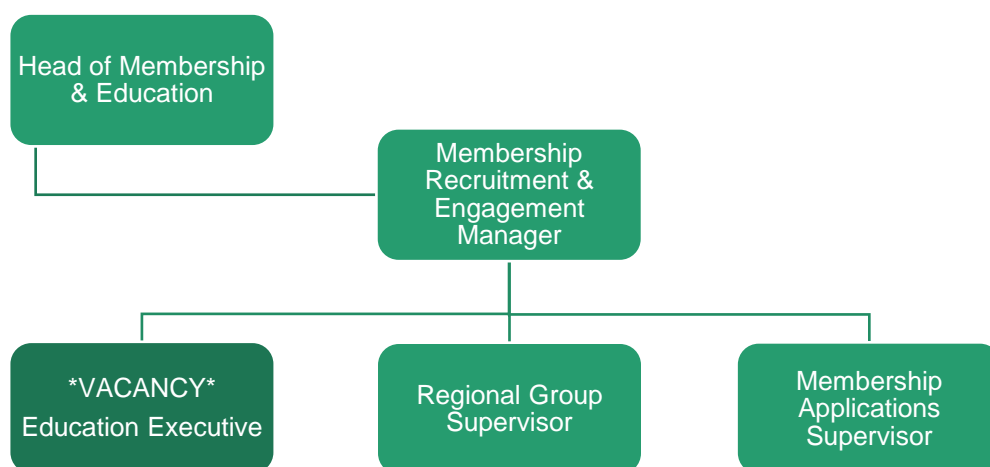


The Membership Engagement Team

Our Membership Engagement team are a small team of 4 that report into the Head of Membership and Education and sit within the wider Membership and Education directorate.

Although the Education Executive post is not a new one for the Institution, it's focus has changed over the years from pure administrative tasks to supporting the Membership Recruitment & Engagement Manager with member engagement, paying particular attention to student members.

With extensive knowledge of the educational landscape, the Education Executive will be the Institution's subject matter expert on all things education; providing valuable insight and contribution towards the department's and Institution's strategy.



Membership of the Institution is for anyone with an interest in structural engineering and we strive to develop an interest in engineering from an early age. We engage with schools, colleges, universities and employers to promote structural engineering and aim to highlight the importance that a structural engineer plays in society.

Over the last year, we have developed strong relationships with our Student Liaison Officers (SLOs) to increase the number of free student members in universities and colleges all around the world.

A key task for the Education Officer, in conjunction with the Membership Recruitment & Engagement Manager, is to maintain these relationships and ultimately increase membership numbers further by promoting collaboration between the Institution and education providers.

To find out more about our membership, please visit our [website](#).

Part of this role will also be to act as secretary to the [Education Committee](#) and [Young Members' Panel](#). The Education Committee help shape our education strategy and how to best supply our members with education resources and training. Our Young Members Panel represents the views of younger members of the profession and develops initiatives for members aged under 35.

You should be proactive and flexible in your approach to work and thinking processes in order to really succeed in this post.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 74 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification pages 4-7

Salary and package details page 8

How to apply page 9

More about us :

Our organisation, governance and values page 10 - 11

Organisational Structure page 12

Job description and person specification

1. Job details

Job title:	Education Executive
Reports to:	Membership Recruitment & Engagement Manager
Date:	May 2024
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

To contribute to the development and delivery of operational targets, and to manage the implementation of education initiatives.

To oversee the implementation of the Institution's education strategy.

3. Role and responsibilities

1. Act as Secretary to the Education Committee and Young Members' Panel, advising them on the Institution's strategic goals and guiding on topics of discussion. Also, to provide administrative support including the production of agendas, papers, minutes and reports.
2. Work in collaboration with the relevant Committees and Panels to coordinate the production, promotion, and delivery of membership competitions and to review the range of prizes available to ensure that all membership demographics are included, developing new prizes/awards where needed.
3. Undertake university visits via the Joint Board of Moderators, acting as visit secretary, developing a broad understanding of the education environment.
4. Develop a plan for stakeholder engagement (e.g. with Student Liaison Officers), for approval by the Membership Recruitment and Engagement Manager, to support and increase Student Membership, and then implement it with regular milestone check-ins.
5. Undertake the processing of Student Membership applications and report against targets. Reviewing processes and proposing adaptations to procedures where appropriate.
6. Oversee the lifecycle of Student Members and work in collaboration with Membership Team colleagues to support the Student to Graduate Member transfer.
7. Manage the relationship with the Young Member Groups by acting as their first point of contact with the Institution, ensuring they are kept informed of Institution initiatives and facilitating sharing of information among the groups.

8. Manage the production and distribution of resources for the academic community such as, but not limited to, web content and careers materials.
9. Deliver the Annual Academic Conference and the Young Engineers Conference, working in close association with the Events Team.
10. Engage with related external bodies to represent the Institution's strategic goals, and report back to the Membership and Education Department.

4. General responsibilities

1. Support the Membership Recruitment and Engagement Manager in meeting Departmental targets.
2. Develop and maintain in-depth understanding, knowledge, and expertise of the educational landscape, and utilise this learning to contribute towards the Institution and Departmental strategy.
3. Make suggestions for improving processes, systems etc. which support the efficiency and day to day running of the Department.
4. Working collaboratively with the Departmental team and wider Institution and participating in meetings and projects.
5. Comply with all Institution policy and procedures.
6. Any other reasonable ad hoc duties as required.

5. Communications and working relationships

1. Members of the Institution both existing and potential and members of the Academic Community.
2. Committees and Panels, in particular, the Education Committee and Young Members Panel.
3. Employees and other departments within the Institution.
4. External Bodies e.g. education institutions, STEMNET, JBM (the Joint Board of Moderators), Engineering Council, Royal Academy of Engineering and companies.
5. Other volunteers (in addition to Institution members) associated with educational activities.

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and Knowledge</u>	
A good basic standard of education (ideally educated to Degree level or vocational equivalent)	E (D)
In-depth knowledge and understanding of academic qualifications relating to Further Education/Higher Education sectors	E
Knowledge of the civil/structural engineering discipline	D
<u>Skills</u>	
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream and complex workload with the ability to work under pressure to meet tight deadlines.	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Excellent interpersonal skills with the confidence to work with professionally qualified volunteer Chairs/panel members and internal colleagues.	E
Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others.	E
Flexible, resourceful and self-motivated with a passion to deliver an excellent level of service to the members and provide membership support. Ability to work in a small team and collaboratively with other departments, committees and members.	E

Criteria	Essential/Desirable
Appetite to learn, build on knowledge and current experience to further develop an understanding of academic qualifications and routes to membership	E
IT Skills:	
Word and Outlook to advanced standard	E
Excel and PowerPoint to intermediate standard	E
Experience	
Providing support and administration within a member service and/or education department or similar (ideally gained in a membership/professional body, educational establishment or similar)	E (D)
Delivering administrative and secretariat support (ideally gained in a professional membership environment engineering/construction or an examination/awarding body/regulator)	E (D)
Preparing agendas, producing minutes, letters and report writing	E
Using CRM systems to ensure effective data maintenance, processing/inputting and ongoing updating of information/applications	E
Acting as a first point of contact providing information and guidance to external existing and potential clients/members and educational establishments ideally regarding professional recognition routes or similar	E
Preparing and delivering presentations	D
Planning, preparing and delivering events/conferences, ideally aimed at students and/or academics	D
Other	
The job holder may be required to travel in the UK to deliver presentations to organisations and attend meetings.	

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £30,000 - £34,000 per annum subject to experience

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme
- Pension- can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 9%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies

How to apply, the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK.

The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post Lucy Olivier- Membership Recruitment and Engagement Manager and a member of the Human Resources Team. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

The second stage of the selection process will be a face-to-face interview with Lucy Olivier- Membership Recruitment and Engagement Manager and Rebecca Carey- Head of Membership.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 70 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

